



California Department of Education

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QTY	ITEM#	DESCRIPTION	FORMAT/Other Information	PRICE	TOTAL
	9746	CD-ROM Complete Information (includes all published information)	<input type="checkbox"/> Excel 97 <input type="checkbox"/> Text, Comma Delimited	395.00	
	9770	CD-ROM Mailing Addresses Only (includes e-mail addresses)	<input type="checkbox"/> Excel 97 <input type="checkbox"/> Text, Comma Delimited	110.00	
	9760	CD-ROM County & District Offices (includes e-mail addresses)	<input type="checkbox"/> Excel 97 <input type="checkbox"/> Text, Comma Delimited	110.00	
	9824	Labels, County Offices and School Districts (no add'l setup fee)		110.00	
	9825	Paper Listing, County Offices and School Districts (no add'l setup fee)		50.00	
	9766	Setup Fee (for #9767-Customized Labels & #9769 Paper Listing ONLY)		20.00	
	9767	Labels, Customized	Price per school, Call for quantity	0.10	
	9769	Paper Listing, Customized	Price per school, Call for quantity	0.05	

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S&H _____

S&H Rates: \$5.95 for 1 CD, Please call for other shipping rates on add'l items

Total _____**FOR CUSTOMIZATION REQUESTS ONLY***[Please check all that apply]***PUBLIC**

- ☐ Elementary (60, 61)
☐ Middle/Jr. High (62, 64)
☐ High (66, 67)
☐ K-12 (65)
☐ Alternative (63)
☐ Continuation (68)

COLLEGE

- ☐ Community College (82)
☐ State University (84)
☐ University of California (86)

DISTRICTS

- ☐ Dist Ofcs- Elementary (52)
☐ Dist Ofcs- Unified (54)
☐ Dist Ofcs- High (56)
☐ Dist Ofcs- Community College (58)

- ☐ County Ofcs of Education (00)

OTHER

- ☐ State Special Schools (31)
☐ Community Day Schools (69)
☐ Adult Education Centers (70)
☐ ROC/P Schools (98)

☐ Other Criteria: _____☐ Attn: _____**SORT BY (for labels only)**

- ☐ County Sort
☐ Zip Sort
☐ Alpha Sort (Sch/Dist Name)

METHOD OF PAYMENT/PAYMENT INFORMATION****ALL SALES ARE FINAL****☐ Intradepartmental: (Index/PCA) _____ Mgr. Approval: _____☐ VISA ☐ MasterCard ☐ Check/Money Order ☐ Purchase Order Ck/PO# _____

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Ordering Information

Public & Private Schools and County & District Offices CD-ROM, Labels & Paper Listing

CD-ROM INFORMATION

CDE Press offers the information published in the public and private school directories on CD-ROM. The files can be purchased in either Excel 97 or Text-Comma Delimited format¹. If you are unsure of the format, please check with a technical person prior to ordering. The CD is updated continuously throughout the year with the bulk of the updates occurring late in the calendar year.

There are three different CDs available: Complete (#9746), Mailing Information (#9770), and County & District Offices (#9760). All CDs contain the name, title, and e-mail address of the primary contact and can be customized² to contain only certain counties, or school or district types for no additional fee. Please call for clarification before ordering a customized CD.

- (Item#9746)- Complete- This CD contains all provided information for the public and private schools³. This file includes enrollment numbers, grade spans, and phone and fax⁴ numbers to the school. This CD contains four individual data files: private schools, public schools, district offices (includes the community college district offices and county offices of education), and independent schools. ***Independent schools are schools that do not belong to a district. The independent schools file contains all of the UC and CSU Colleges, ROC/P facilities, State Special School facilities, and Youth Authority facilities.***
- (Item#9770)- Mailing Information- This CD contains the mailing address of the school and the name, title, and e-mail address⁴ of the primary contact person for all the public schools, private schools, district offices (includes the community college district offices and county offices of education), and independent schools.
- (Item#9760)- County & District Offices- This CD contains the mailing address of the district and the name, title, and e-mail address⁴ of the primary contact person for the county offices of education and the school district offices. ***Community College District Offices are not included on this CD.***

(Phone and fax⁴ numbers are only included with the purchase of Item #9746-Complete CD)

LABEL & PAPER LISTING INFORMATION

CDE Press offers customized labels and paper listings for a one-time setup fee plus a cost per school fee. Before ordering labels and paper listings, please call to verify quantity and price. Labels are done by your filtering criteria. We are able to filter by county, school type, grade span, and enrollment numbers. Labels are printed on Avery labels 5161(1"x4") or 5162(1 1/3"x4") at our discretion. Labels and paper listings for the county offices of education and school district offices are available for a flat fee (see order form).

ADDITIONAL INFORMATION

- All orders are subject to a shipping and handling fee (\$5.95 for 1 CD-ROM, please call for other shipping rates on additional items) except when pickup or email delivery is requested. **Paper listing or label files cannot be emailed.**
- Orders are shipped UPS ground and takes 5-7 business days in California. Sales tax is applicable to California residents only. Please use your local county tax rate. If you are unsure, please call for the correct tax rate. San Francisco county tax is 8.50%.
- **All sales are final.** Damaged and/or incorrect shipments must be reported within **10 days of receipt**.
- CD-ROM support is offered for 30 days from the order date.
- Questions can be answered by calling the CD and Directory Desk at (916) 324-8979 or emailing: cdinfo@cde.ca.gov

Orders paid for by check can be sent to:

CDE Press

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Orders paid for by credit card or purchase order can be faxed to:

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¹Other formats may be available upon request.

²Customized files may contain information that is not reflected in the standard documentation.

³All schools do not provide complete information for our database. Public, Private, County & District Offices, and Independent Schools are separate files and may not contain the same information.

⁴Fax numbers and e-mail addresses are not available for private schools.